Developing a Presentation Style with PowerPoint 97

What you will learn from this lesson

With PowerPoint 97 you will:

- Select a presentation style.
- Customize the background.
- Select colors and fonts.
- Create headers and footers.
- Change the slide master.
- Create your own presentation style.

What you should do before you start this lesson

Developing a presentation look with PowerPoint 97

1. Start PowerPoint 97.
2. Open a new presentation.

Note
If you created How a Bill Becomes a Law in the previous lesson, open it for this lesson, and skip to the next topic.

Exploring the lesson

Using PowerPoint 97 you can customize presentations to fit classroom lessons or professional reports to colleagues. By adding a consistent, professional look to your material, you can give effective, organized presentations.

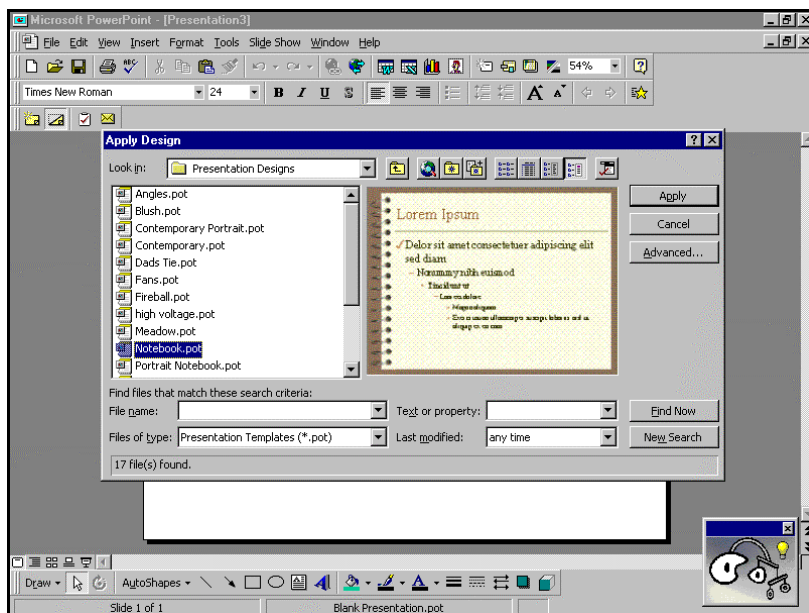### Selecting a presentation style

PowerPoint 97 has many different presentation styles from which to choose. Depending on what you are creating, different presentation styles may fit your needs. First, you have to select an overall look for your presentation.

Creating a presentation style with PowerPoint 97

1. On the **Format** menu, click **Apply Design.**
2. Under **Presentation Designs,** click and preview several designs.
3. Click **Notebook.pot,** and click **Apply.**

Note
Using the six slides you created in the last lesson will make it easy to see the effect of changes you make in this chapter.

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Changing the presentation style

Using PowerPoint 97 it is easy to change presentation styles. Depending on the material and audience you are addressing, you may want to select specific styles or keep a consistent style for a topic or series of lessons.

Changing an existing presentation style

1. On the **View** menu, click **Slide Sorter.**

2. On the **Format** menu, click **Apply Design.**

3. Double-click **Contemporary.pot.**

If at any time you select a style that you do not want to use for your presentation, you can easily and quickly change to another style. Or you can try several different styles to find one that fits your presentation.

Undoing or redoing a design choice

1. On the **Edit** menu, click **Undo Apply Design.**

2. On the **Format** menu, click **Apply Design.**

3. Double-click **Zesty.pot.**

4. On the **Edit** menu, click **Undo Apply Design**, click **Redo Apply Design**, and then click **Undo Apply Design.**

Customizing the background

Depending on how you use your presentation, a change in the background may make it easier to see and read your information. Customizing the background allows you to change the color behind every slide.

Changing the background color for each slide

1. On the **Format** menu, click **Background.**

Note
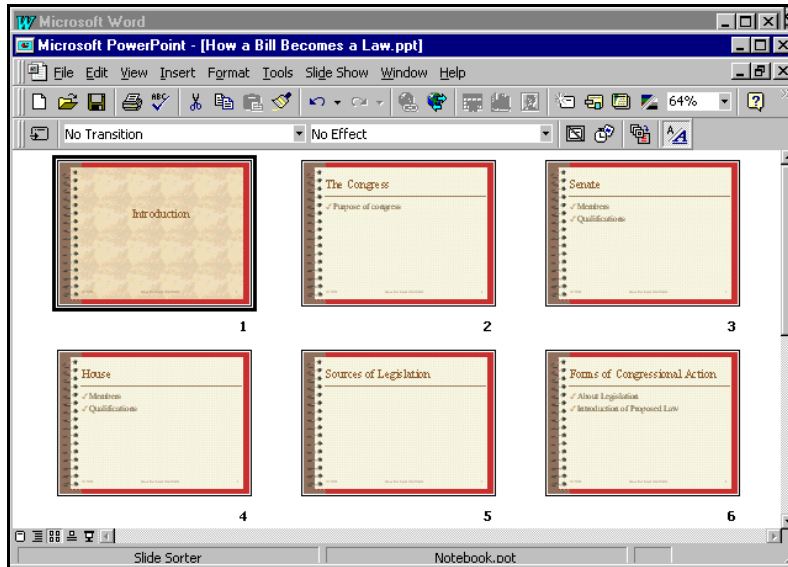A shortcut to a different view is to use the buttons on the View toolbar.

Note
Use the following buttons to Undo or Redo.

2. In the **Background** dialog box, click the down arrow, and the click the red square.

3. Click **Preview** to see how the color change will look in your slide.

4. Click **Apply to all** to make the change to your entire presentation.


Selecting colors and fonts

Changing the color scheme is more dramatic than changing the background color. Completing your color selection is the next step in customizing your presentation. There are two ways to change colors: use a preset color scheme, or customize your own. You can make changes to almost all parts of a presentation including notes and handouts.

Changing the color scheme for all slides

1. On the **Format** menu, click **Slide Color Scheme.**

2. Click the standard color scheme in the second row.

3. Click **Apply to All** to make the change to your entire presentation.

Customizing the color scheme

1. On the **Format** menu, click **Slide Color Scheme.**

2. Click the **Custom** tab, and then click the **Background** color scheme box.

3. Click **Change Color,** click a blue spot at the top of the hexagon, and then click **OK.**

4. Click **Preview** to see how the color will look.

5. Change the rest of the options under **Scheme colors** as desired.

6. Click **Apply to All** to make the color changes to the entire document.
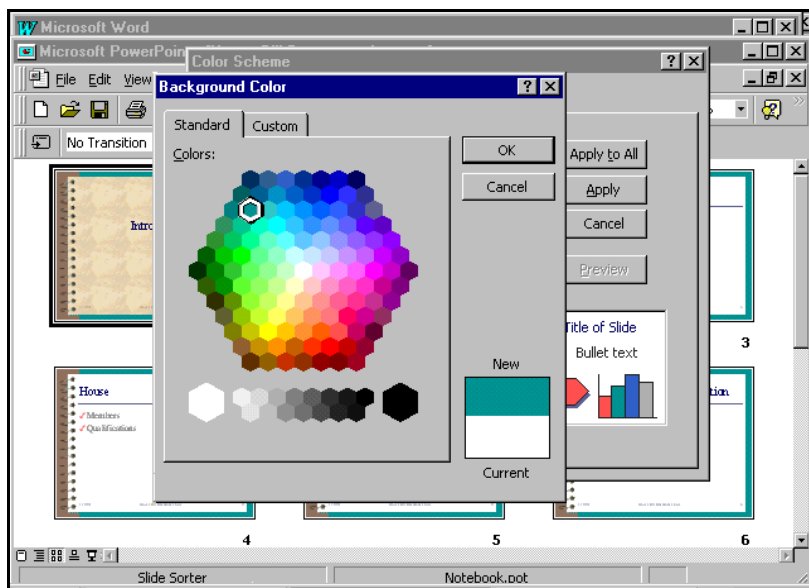
Replacing fonts in a presentation

The second step in customizing your presentation is to choose appropriate fonts. Whether you have completed a presentation or are working on one, you can easily change some or all of the fonts. With PowerPoint 97, it is easy to make comprehensive changes.

Replacing fonts in your presentation

1. On the **Format** menu, click **Replace Fonts.**

2. In the **With** drop-down box, click **Arial Black.**

3. Click **Replace.**

4. Repeat steps 1–3 until you have selected the most effective fonts for your presentation.

5. Click **Close** when you have finished.
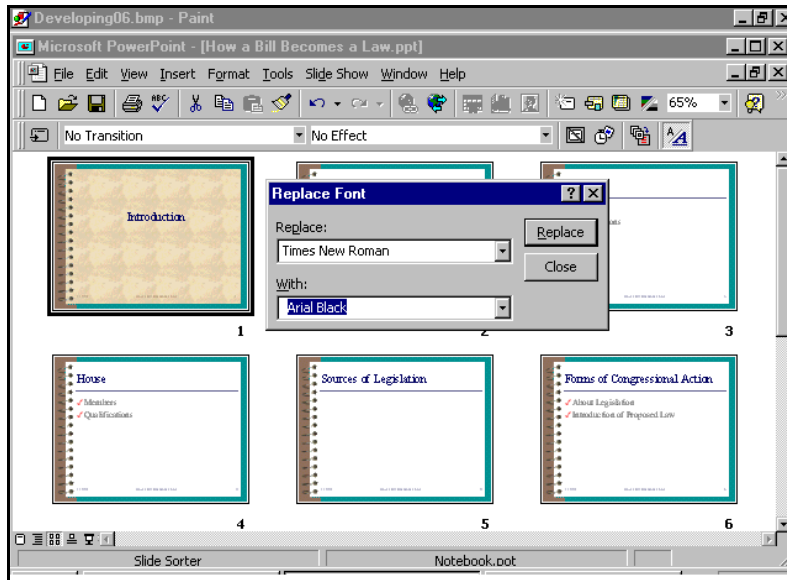
Creating headers and footers in your presentation

As you create presentations, you may go through several drafts or be one of several people working on a presentation. Using the headers and footers is an easy way to ensure that versions and authors do not get mixed up.

Adding page numbers, authors, and creation dates to a presentation

1. On the **View** menu, click **Header and Footer.**

2. On the **Slide** tab, under **Include on slide,** select **Date and time** and **Update automatically.**

3. Select **Slide number** to print a number on each slide.

4. Select **Footer,** and type *How a Bill Becomes a Law* in the **Footer** text box.

5. Select **Don't show on title slide.**

6. Click **Apply to All** to make these changes throughout the presentation.
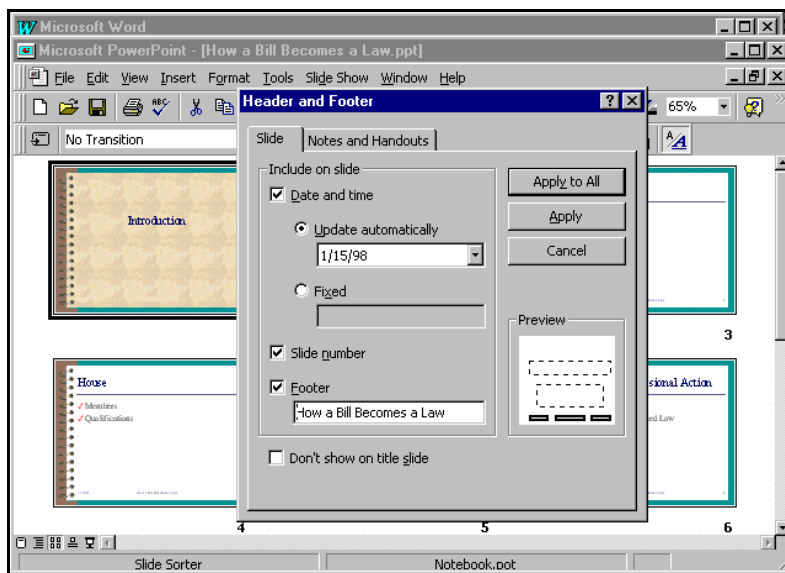
PowerPoint 97 gives you two choices of dates: **Update automatically** and **Fixed.** The **Update automatically** option inserts the current date and then updates the date every time the presentation is opened. The **Fixed** option freezes the date to whatever date you type. Use **Update automatically** as you create and modify your presentation to keep track of the most current version. Add the time if you are printing more than one copy of your presentation in a day. Once your presentation is complete, switch over to fixed so you always know when you completed your presentation.

Customizing your slides using the slide master

The slide master allows you to customize the look of each slide and ensure consistency across your presentation. In the slide master, you can change fonts, bullets, and header and footer information.

Changing master text and title styles

1. On the **View** menu, position the mouse pointer on **Master,** and click **Slide Master.**

2. Click anywhere in the **Click to edit Master title styles** text block.

3. On the Standard toolbar, click the **Font** down arrow, and click **Arial.**

4. On the Standard toolbar, click the **Font Size** down arrow, and click **36.**

5. Right-mouse click anywhere on **Click to edit Master text styles,** and click **Bullet.**

6. In the **Bullets from** list box, click the down arrow, and click **Monotype Sorts.**

7. Click the arrow in the first column of the last row, and click **OK.**

8. On the **View** menu, click **Slide** to return to your presentation.

9. On the **File** menu, click **Save.**

10. On the **File** menu, click **Close.**
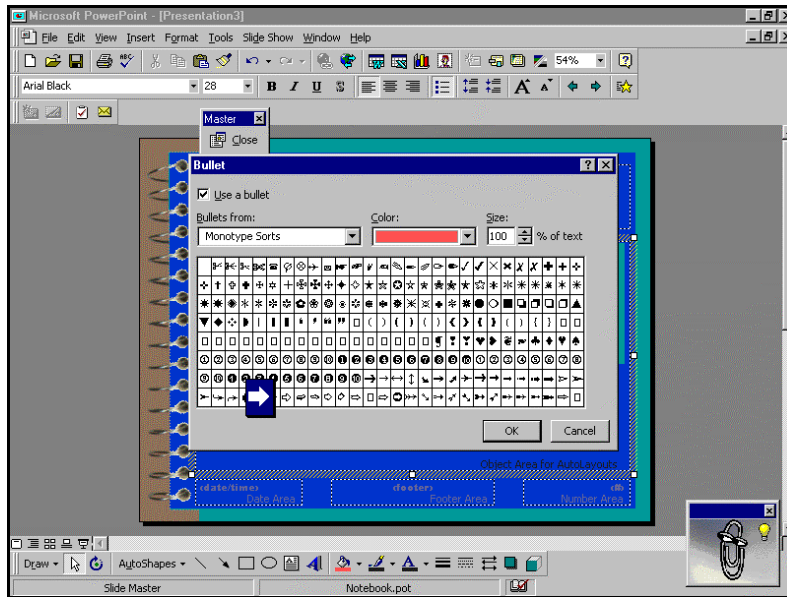
The date, footer, and number areas can all be changed in the same way. Experiment to see which combinations you like best. Remember that the slide master changes every slide in your presentation.

How you can use what you learned

PowerPoint 97 offers you many choices of colors, backgrounds, styles, fonts, formats, bullets, headers, and footers. Using PowerPoint 97, you can easily create styles for different types of lessons, handouts, and lectures. When you use the slide master features, you can customize a series of presentations or handouts for an entire course or a single presentation.

Extensions

In addition to the presentation styles that are part of PowerPoint 97, you can use styles that you created yourself easily and quickly. You may want to incorporate pictures, clip art, or other graphics.

Creating your own presentation style

Opening a new blank presentation

1. On the **File** menu, select **New.**

2. On the **General** tab, double-click **Blank Presentation.**

3. In the **New Slide** dialog box, click **OK** to create a title slide.

Creating a slide master

1. On the **View** menu, click **Master,** and then click **Slide Master.**

2. On the **Insert** menu, position the mouse pointer on **Picture,** and then click **Clip Art.**
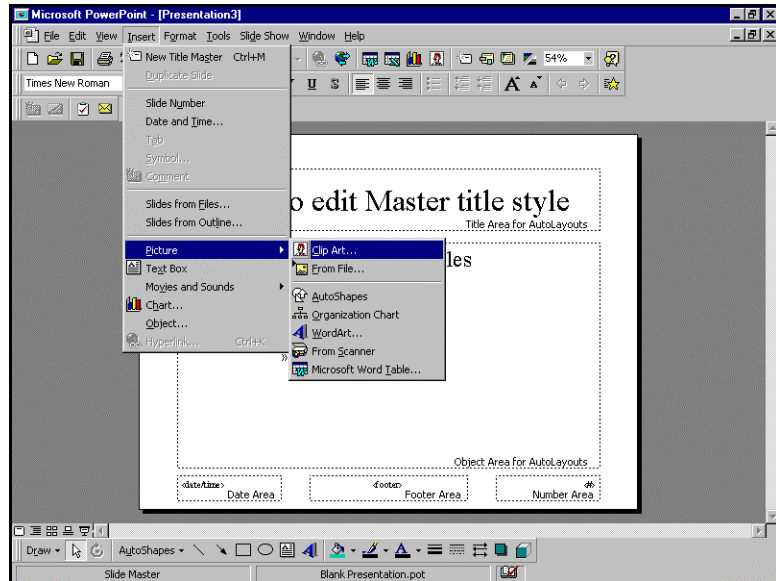
3. On the **Clip Art** tab, click **Academic.**

4. Click the magnifying glass, and click **Insert** to place the graphic on the slide master.

5. Drag the magnifying glass to the bottom right of the slide master.

6. Right-mouse click the magnifying glass, and click **Format Picture.**

7. Click the **Picture** tab, click the **Color** down arrow, click **Watermark,** and then click **OK.**

8. On the Slide Master toolbar, click **Close.**

Slide Master toolbar
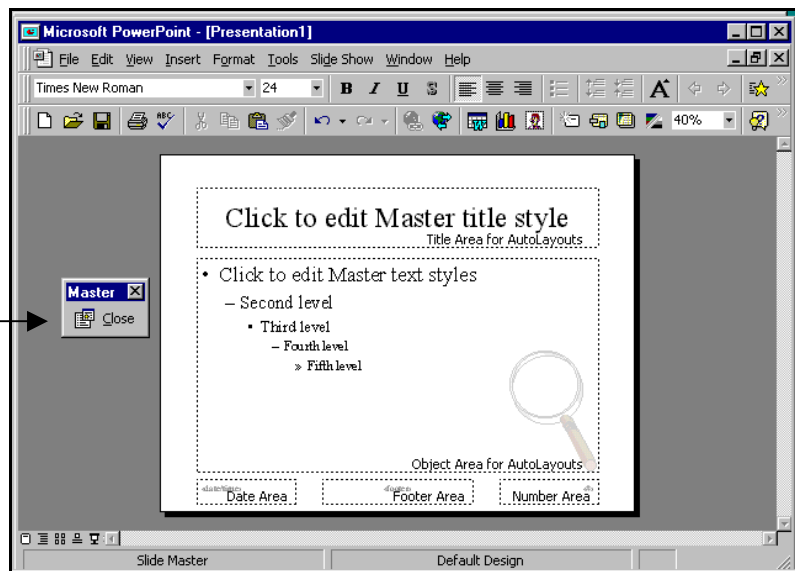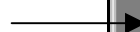
You can add text, lines, and other graphics to a master. Be careful not to put too much on the slide, or your presentation will have a crowded appearance and be difficult to read.

Summarizing what you learned

In this chapter you have explored and practiced:

- Selecting a presentation style.

- Customizing the background.

- Selecting colors and fonts.

- Creating headers and footers.

- Changing the slide master.

- Creating your own presentation style.